CRITERIA: Area of Evaluation
A: Introduction
Interview: asked important and relevant questions; reasonable time spent
Cover page: Confirmed ID; discussion of "self-discovery"
Table of Contents : When to use this report (to encourage future use)
4 Windows page: Explain
Explanation of Scales and Scores, including mid-range, introductory discussion of personality
B: Personality
Personality: Main factor, description, sought client confirmation
Personality: Sub-factors used to explain nuances of main factor; sought client confirmation
Personality: Career Implications (Client ID of the most important ones; any not apply)
Personality: Paragraphs (read paragraphs or had a discussion during the graph review to cover the same ideas); sought client confirmation
Strengths/Non-strengths: clear explanation, markings, summary, "homework"
Money Page Discussion
Critical Life Issues: appropriate discussion
C: Interests
Circle graph: good explanations of how the client's interests are distributed; good questions

Explanation of Vocation/Support/Lifestyle interest levels, with examples
Working through Interests appropriately
Appropriate review of Interest Summary Pages (Activity/Occupation/Subject)
Appropriate review of Lowest Interest Groups; red flags noted if applicable
D: Skills
Skills: appropriate review including any red flags within the Lowest Skills section
E: Values
Work Environment, Work Outcomes and Life Values Asked for further explanation of how client values them when needed/helpful
WE, WO and LV: Any others needed to be added (top 5?) Any thing low in Values that should be noted/pointed out/asked about?
F: Interactive Action Plan
Synthesis Process: Creating the Donut
Synthesis Process: Create a Funnel with client
Next Steps: O*Net navigations
G: ICF Core Competency Standards
Cultivates trust & safety for the client
Maintains presence
Listens actively to client
Evokes awareness - ask questions
Facilitates client's growth

Career Direct - Personal Consultation Rubric

Greatly Exceeds Expectations (Excellent) 5 Points	Exceeds Expectations (Good) 4 points	Meets Expectations (Satisfactory) 3 points	Below Expectations (Fair) 2 points	Does Not Meet Expectations (Poor) 1 point
		X		
X				
	X			
	X			
X				
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	X			

Comments
The communication of the consultant be improved and my honest opinion is that the communication at the onset was not very professional as the consultant was fiddelig around with her hands and the eye contact was not good at all.
Good
The client had a clear understanding of the report and how it could assist him with his future career plans.
Excellent
The consultant gave a very clear explanation regarding the scores and the importance of personality
as well as confirmation from the client. The client was nodding his had to confirm that he agree.
The client confrimed the explanation of the personality sub-factors. Once again the eye contact from the side of the consultant can discourage the client from participating in the consultation although he did not reflect it.
The consultant requested the client to read some of the information about his personality and he was allowed an opportunity to confirm the findings in the report
Yes
Yes
Yes, excellent discussion.
Yes, The client confirmed to the responses of the consultant.

Yes, The client confirmed to the responses of the consultant.
Yes
Yes
Yes
4 Skill areas has been identified which need attention and needs to be focus on.
The client agreed with the 4 areas highlighted in the report regarding Variety, Flexibile Hours, Independence and challenge.
Yes
Good
Good
Good